

472012/19/05

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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Revised

**TITLE: UTILITIES ELECTRIC SUPERINTENDENT**

**DEFINITION**

Under general direction, to plan, coordinate, supervise, and review underground and/or overhead electrical transmission and distribution system construction and maintenance, or substation construction, maintenance and operation; to provide technical staff assistance; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Knowledge of Riverside's construction and engineering practices. Ability of understanding customer's needs and balancing with cost effective scheduling.

**REPORTS TO:** Utilities Electric Field Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Utilities Electric Field Manager. Supervises and directs other supervisors, crafts and administrative support staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, and priorities.
- Plan, schedule, assign, supervise, and coordinate the work of crews and employees in the construction, maintenance, and repair of underground and overhead electrical systems.
- Plan, organize, schedule, assign, supervise and coordinate substation operations and the installation, construction, testing, maintenance, and repair of electrical substation equipment.
- Participate in conferences with engineers, other utilities, contractors, consultants and City staff regarding projects and project problems; review project plans and drawings with crew supervisors, making change recommendations based on field observation and operation problems; inspect field projects in progress and upon completion; provide technical advice and assistance on difficult work problems; evaluate work methods and procedures used in field operations, recommending improvements.
- Participate in the safety program and coordinate the training of apprentices.
- Maintain project and general operating records and prepare reports as required.
- Assist in budget preparation and administration.
- Select, supervise, train, and evaluate subordinates.
- Participate in committee activities as directed.

## QUALIFICATIONS

### Knowledge of:

- Approved methods, materials, and tools used in electrical underground overhead and/or substation construction, maintenance, and repair work.
- Principles of electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to work problems.
- Occupational hazards and standard safety precautions necessary in the work.
- Applicable regulatory codes affecting electric utility construction.
- Substation operations and the techniques of dispatching electricity.
- Principles of organization, administration, budget, and personnel management.

### Ability to:

- Plan, coordinate, and direct a diverse electrical construction, maintenance, and repair operation.
- Understand and carry out complex oral and written instructions and to read and interpret engineering plans, blueprints, and diagrams.
- Review engineering plans as they relate to field problems and make recommendations.
- Communicate clearly and concisely, orally and in writing.
- Select, train, supervise, and evaluate subordinates.
- Work overtime as required.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade, preferably supplemented by advanced course work in technical fields applicable to electrical field operations.

Experience: Three years of supervisory experience in electrical overhead and underground construction, maintenance and repair.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Utilities Electric Superintendent

**TO:** Utilities Electric Field Manager